

SPEC: SUPERVISING SPECIAL INVESTIGATOR I SERIES  
CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

SUPERVISING SPECIAL INVESTIGATOR I  
Series Specification  
(Established November 30, 2007)

SCOPE

This is a series specification that describes two classes at the first supervisory level that supervise a staff of Special Investigators performing investigative work.

Schem Code	Class Code	Class
VI80	8548	Supervising Special Investigator I
VI81	8549	Supervising Special Investigator I (Non-Peace Officer)

DEFINITION

BOTH CLASSES:

Special

Under direction, either (1) in an assigned area, to direct a staff of Investigators I or Special Investigators I (Non-Peace Officer) in the performance of field investigations to detect or verify suspected violations of laws, rules, or regulations; or (2) in a headquarters office, to assist a superior in planning and directing a major investigation program, and to act for him/her in his/her absence; to make difficult investigations; and to do other related work.

DISTINGUISHING CHARACTERISTICS

BOTH CLASSES:

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Employees in this class are typically first-line supervisors in charge of assigned area with a crew of Special Investigators. In addition to direct supervision, they may personally participate in difficult or complex investigations.

TYPICAL TASKS

BOTH CLASSES:

Trains, plans, organizes, and directs the work of a staff of Special Investigators I or Special Investigators I (Non-Peace Officer) in the investigation of suspected violations of provisions of laws, rules, or regulations; makes or directs the more difficult criminal investigations; makes inspections of the physical security of local offices and equipment and recommends any necessary actions; advises departmental personnel in methods of fraud detection; files complaints, prepares cases, and appears in court or in administrative hearings; works with and secures the cooperation of Federal, State, and local law enforcement agencies; evaluates the performance of staff members, and takes appropriate action; assists a superior in planning and directing a major investigation program and acts for him/her in his/her absence; reviews and evaluates reports; makes or participates in more difficult or confidential field investigations; and prepares reports and correspondence.

SUPERVISING SPECIAL INVESTIGATOR I

Incumbents in this class performs peace officer duties and responsibilities in the accomplishment of their assignments in accordance with the California Penal Code, Section 830 et. seq., and Government Code, Sections 20391 and 20393.

MINIMUM QUALIFICATIONS

BOTH CLASSES:

Either I

One year of experience performing the duties of a Senior Special Investigator or a Senior Special Investigator (Non-Peace Officer) in the California state service.

Or II

Two years of experience performing the duties of a Special Investigator I, Range B, or a Special Investigator I (Non-Peace Officer), Range B, in the California state service.

Or III

Experience: Three years of experience in investigation work, at least two years of which involved complete responsibility for difficult and unusual cases. and

Education: Equivalent to completion of the twelfth grade.  
(Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE, SKILLS, AND ABILITIES

BOTH CLASSES:

Knowledge of: Investigation techniques and procedures, and directing others in the performance of investigatory work; rules of investigatory work; rules of evidence and court procedure; principles of identification, preservation, and presentation of evidence; sources of information used in locating persons; laws of arrest, search and seizure, service of legal process, and the legal rights of citizens; interviewing techniques; duties of Federal, State, and local law enforcement agencies; interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered; principles and techniques of personnel management and supervision and supervising a staff of investigators; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Skill in: Planning, organizing, and directing investigations.

Ability to: Direct others in the performance of investigatory work; interpret and apply to specific cases the provisions of the laws, rules, or regulations enforced or administered; supervise a staff of investigators; gather, analyze, and prepare effective evidence; dictate correspondence and prepare reports; communicate effectively; establish and maintain cooperative relations with Federal, State, and local law enforcement agencies; analyze situations accurately; think and act quickly in emergencies and adopt an effective course of action; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS

BOTH CLASSES:

Willingness to work irregular hours and overtime in various locations throughout the State; tact; keenness of observation; good memory for names, faces, and incidents; and ability to qualify for a fiduciary bond.

PEACE OFFICER STANDARDS

SUPERVISING SPECIAL INVESTIGATOR I

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must either be a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U. S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in these classes.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in these classifications.

Firearms Requirement: Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to these classes.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Psychological Requirement: Pursuant to POST Regulations 1002(a)(7) requires psychological screening of applicants for peace officer classifications.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of training is required for peace officer status in this classification.

#### CLASS HISTORY

Class	Date Established	Date Revised	Title Changed
Supervising Special Investigator I	1/18/47	11/30/07	12/3/54
Supervising Special Investigator I (Non-Peace Officer)	11/30/07	--	--

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Supervising Special Investigator I

POSITION NUMBER:

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Community Care Licensing Division

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Investigations Branch

SUPERVISOR'S NAME:

SUPERVISOR'S CLASS:

Supervising Special Investigator II

## SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☒ Designated under Conflict of Interest Code.  
☒ Duties require participation in the DMV Pull Notice Program.  
☐ Requires repetitive movement of heavy objects.  
☐ Performs other duties requiring high physical demand. (Explain below)  
☐ None  
☒ Other (Explain below)

Appointment of the candidate is subject to criminal record clearance, passing the background check in accordance with POST guidelines, and passing the Peace Officers Standard Training.

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

## SUPERVISION EXERCISED (Check one):

- ☐ None ☒ Supervisor ☐ Lead Person ☐ Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

7 - 10

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

## MISSION OF ORGANIZATIONAL UNIT:

It is the mission of the Community Care Licensing Division to promote the health, safety, and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system.

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**CONCEPT OF POSITION:**

The Supervising Special Investigator I, in the Investigations Branch, is responsible for the accurate, timely, and effective completion of investigations to detect or verify violations of rules, regulations, or laws applicable to the licensing of community care facilities designed to ensure the well-being of clients served by these facilities through the supervision of investigators.

**A. RESPONSIBILITIES OF POSITION:**

- 20% Directs and oversees investigations through the development of approved uniform investigative procedures complying with CDSS policy and all laws and regulations protecting policy as well as, protecting individual rights.
- 20% Provides technical assistance to investigation staff as necessary to ensure the timely and effective conclusion of investigations.
- 15% Plans unit objectives to meet the goals of the Division, the Department, and the State of California.
- 15% Organize staff assignments in Investigation Section for maximum effectiveness.
- 10% Apprises the Supervising Special Investigator II of the status of all investigations and unit performance in meeting objectives in support of CDSS goals and policies.
- 05% Develops unit training and staff development plans which ensure necessary skills and career opportunities commensurate with staff abilities.
- 05% Make recommendations to the Supervising Special Investigator II on staff appointments, disciplinary actions, and promotions.
- 05% Acts in a lead capacity in the absence of his/her supervisor on request.
- 05% Other duties as required.

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B. SUPERVISION RECEIVED:

The Supervising Special Investigator I reports directly to, and receives direction from the Supervising Special Investigator II.

C. ADMINISTRATIVE RESPONSIBILITY:

The Supervising Special Investigator I is responsible for supervising and overseeing unit investigative activities through the development of investigative procedures, personnel practices, workload standards, and operating procedures. He/she is responsible for training and supervising investigators assigned to the Branch

D. PERSONAL CONTACTS:

In his/her role, the Supervising Special Investigator I, has frequent contact with CDSS licensing staff and local law enforcement officials. He/she has less frequent contact with operators and their legal advisors, CDSS upper management, and other state agencies. He/she may be required to appear as an expert witness and management representative of the CDSS in legal proceedings necessary to protect clients of community care facilities.

E. ACTIONS AND CONSEQUENCES:

The Supervising Special Investigator I exercises judgment regarding the pursuit of investigations, consultation with CDSS staff and county licensing staff, contacts with law enforcement agencies, and communication with management and other state agencies. Lack of judgment in these areas could result in reduced effectiveness of the community care licensing function and a reduced capacity to fully protect clients of community care facilities from harmful acts or events.

F. OTHER INFORMATION:

The Supervising Special Investigator I must be able to drive an automobile and travel by other means of transportation to supply on-site supervision to unit staff and maintain effective work relations within the CDSS, with local agencies, and with other state departments.

Technical, investigative, personnel supervision, planning, organization, and work scheduling skills are required. Training or experience in program management and procedure development are desirable.

Special personal characteristics include the ability and willingness to work irregular hours and overtime, personal tact and diplomacy, and objectivity in personal judgments and actions.